

**SUMMARY OF THE  
ACCREDITATION PROCESS COMMITTEE MEETING  
APRIL 14, 1999**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Friday, April 14, 2000, at 10:00 am Eastern Standard Time (EST). The meeting was led by its chair, Dr. John Griggs of the U.S. Environmental Protection Agency (USEPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B.

**Summary:**

Dr. Griggs opened the meeting by asking the attendees to introduce themselves and to announce their presence at the teleconference.

The primary focus of the conference call was on reviewing the double-underline/strikeout version of the standard which had been sent out to reviewers prior to the conference call. Dr. Griggs indicated that during the call the committee would go through the standard section by section to ensure that all agreed upon proposed changes had been incorporated. The majority of the call was devoted to this process as the committee carefully reviewed the standard section by section. Except for minor wording changes in a few places, the committee agreed that the double-underline/strikeout version reflected the agreed upon proposed changes developed by the committee.

Dr. Griggs then directed the committee to the next item of business - comments on the standard. Dr. Griggs indicated that he had recently received comments on the standard from several reviewers. The comments were distributed to the committee members prior to the call. Dr. Griggs also indicated that the revised proposed standard was due in two weeks and that he was concerned that there might not be enough time to discuss, resolve and implement all proposed changes, based on reviewers comments, to the standard before the standard was due for posting on the NELAC website. Therefore, Dr. Griggs suggested that they start the process of reviewing the recently received comments and for any comments not resolved or reviewed before the standard was due that these comments by reviewers be placed on the agenda at the annual meeting. The committee agreed with Dr. Griggs' suggestion.

The first reviewer comment addressed involved the scope of accreditation for water treatment facilities and specifically the limitation of the accreditation for analyzing samples from the "facility". The reviewer thinks this is too restrictive. After reviewing the comment, the committee agreed that the proposed language which allows the accredited water treatment facility to analyze "water treatment/sewage treatment samples collected within the state where the laboratory is situated" addresses the concern of the reviewer.

The second reviewer comment addressed involved the apparent contradiction in the

chapter regarding requiring laboratories to submit their QA manual along with their applications for accreditation. After reviewing the comment, the committee agreed that the addition of the language “enclosed if required with application” resolves the contradiction and addresses the comment.

The third reviewer comment discussed involves the required signature listed in Section 4.1.9 “Certification of Compliance” statement. Dr. Griggs indicated that time had expired for the call and that this comment would be discussed during the next conference call and Dr. Griggs then adjourned the teleconference.

**ACTION ITEMS  
ACCREDITATION PROCESS COMMITTEE MEETING  
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<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
	No action items were assigned at this time.	

**PARTICIPANTS  
ACCREDITATION PROCESS COMMITTEE MEETING  
APRIL 14, 2000**

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